

# SCOTTISH POLICE BENEVOLENT FUND [SCIO]

Minutes of the 3<sup>rd</sup> quarterly meeting of Trustees of the **Scottish Police Benevolent Fund** held at the Police Treatment Centre, Auchterarder at 1230 hours, Monday 9<sup>th</sup> December 2013.

## **Present:**

### North Sub Committee

Graeme Ednie      Chair  
David Hamilton  
Ian Duncan

### East Sub Committee

Davy Cummings      Secretary  
Stewart Ross  
Amanda Givan

### West Sub Committee

Donald Walker  
Martin Bertram

### Treasurer

Mairi MacGregor

### Also Present

Alan Finlay - Fund Liaison Officer

## **1. Opening of meeting**

The Chairman opened the Meeting by welcoming everyone present and encouraged everyone to take an active part in the meeting. He extended a particularly warm welcome to Martin Bertram.

The Chair advised Donald Walker had intimated his forthcoming retirement from the Police Service and consequently would also resign as a Trustee upon retirement. Martin was formerly a member of the Dumfries & Galloway Constabulary Benevolent & Welfare Fund and currently a member of the West Area Sub-Committee. Consequently he had been identified to replace Donald as a Trustee.

The Chairman also advised David Cummings was due to retire from the Police Service before the date of the next Trustees meeting in March 2014. Consequently Nigel Bathgate, who was formerly a member of the Lothian and

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Borders Fund and currently a member of the East Area Sub-Committee, had been identified to replace him as a Trustee.

The Chairman referred to the terms of the Constitution and in particular Rule 59 and sought approval that both Martin Bertram and Nigel Bathgate be appointed as Trustees with immediate effect to serve until the AGM 2014. Trustees supported both appointments.

The Chairman advised he had arranged for Fiona Wilson and Janice Lockhart from Accountant in Bankruptcy (AiB) to join the meeting around 2pm to provide detail on the Debt Arrangement Scheme [DAS]. AiB are responsible for administering the process of personal bankruptcy and recording corporate insolvencies in Scotland.

## **2. Apologies**

Apologies were received from Fiona Morris and Andrea McDonald.

## **3. Minutes of previous meeting**

The Minutes of the previous meeting had been circulated and subject to some minor textual amendments were approved by the Committee.

## **4. Matters arising**

### Collection boxes in Police stations

The Chairman advised this was one of a number of issues he would be raising with the Chief Constable at their next meeting.

### Just Giving page

The Trustees were advised by David Hamilton that this action had been completed and the page was working well.

The Treasurer requested that this become the main focus for donations from members of the public as it also afforded the Fund the benefit of gift aid.

### SPBF VAT Status

The Treasurer gave an update to Trustees following discussion with Mark Mulholland from Alexander Sloan, Chartered Accountants. A number of matters remained unclear and it was decided a presentation to Trustees might be beneficial.

**Action:** Treasurer to arrange a presentation to the Trustees on VAT related matters for the March 2014 meeting.

## **5. Business development**

### **5.1 Communication & Marketing**

David Hamilton described discussions he had had with Tinker Taylor productions. Their advice was that Trustees should look to produce three case studies each targeted at a specific audience. The cost of this would be circa £3000 (ex VAT) per case study.

Following a lengthy discussion the majority of Trustees approved outline costs to a maximum of £10,000 on the proviso that a small working group comprising one Trustee from each sub-committee area be responsible for overseeing the project development. The Trustees agreed David Hamilton, Amanda Givan and Martin Bertram would form the working group.

David Hamilton also sought the views of Trustees for the purchase of SPBF branded speakers for use on PSoS IT equipment. It was agreed he and the Chairman should look into this further.

**Action:** DH and the Chairman should look into purchase of SPBF branded speakers for use on PSoS IT equipment.

### **5.2 Future Events**

The Secretary advised there would be a one day seminar organised between the Scottish Police Federation, Association of Police Superintendents and the Force Health & Safety Department aimed at Superintendents and Chief Inspectors. It was agreed it may be worthwhile taking publications and advertising to this seminar.

**Action:** Secretary to examine the possibility of a stand at the SPF/ASPS H&S awareness day.

### **5.3 Information Technology**

David Hamilton circulated a Google analytical document breaking down the access to the website since the date of the last meeting. Following an explanation of the content of the document this was noted by the Trustees.

He further advised that arrangements for an IT solution to assist Ian Duncan and Fiona Morris was still ongoing.

A letter had been sent to the Chief Constable in relation to the use by PSoS for “Easy Search” and a reply was awaited.

**Action:** David Hamilton to forward the business case to the Chairman to allow an approach to be made to the SPF to allow the use of easy search

## 6. Finance

### 6.1 Treasurers Update

The Treasurer advised the Trustees that she is in the process of opening a bank account with the Bank of Scotland which would provide the Fund with facilities to receive cash and cheques at all branches of RBS, Bank of Scotland and cheques only at branches of HSBC. She then commented on the ability to receive donations through the Just Giving site which was now up and running. As the Fund can receive Gift Aid via this medium this should be the preferred method for all public donations.

She then provided an update on the numbers and values of loans and grants issued for the period 9<sup>th</sup> September 2013 till 6<sup>th</sup> December 2013.

Details of the account and investment balances were also made available to the Trustees.

**Action:** David Hamilton to provide the Secretary with sponsorship forms and fund raising pack when they become available.

### 6.2 Consideration of applications

The Trustees considered the following applications;

GEA0002 To be noted at the next EAC

GEA0003 To be noted at the next EAC

GWA0014 Appeal rejected

LNA 0005 Application approved

LEA0002 Agreed to further defer repayments

LEA0005 Application rejected

LWA0004 Application rejected

LWA0011 Application rejected

LWA0014 Application rejected

LWA0015 Application rejected

G/EXTA0013 To be considered at the AGM

G/EXTA0015 To be considered at the AGM

G/EXTA0016 To be considered at the AGM

### **6.3 Investment portfolio**

Stewart Ross indicated this was work in progress. The Chairman requested this matter be treated as a priority and requested that arrangements were made to have a parade of potential investment company's at the next meeting of Trustees in order that a decision in respect of investments could be taken at the earliest possible opportunity.

## **7. New Business**

### **7.1 RPOA(S) Grant**

The Chairman thanked all present for providing the details of donations given by the legacy Funds. He then opened the debate on future donations indicating to Trustees that he had met and discussed the matter with the Secretary of the RPOA(S) who welcomed the Trustees decision for an annual grant.

Following a lengthy debate a proposal was received from Martin Bertram, seconded by Stuart Ross, the Fund grant £12,000 per annum to the RPOA(S). The proposal was supported by a majority of Trustees.

It was thereafter agreed the SPBF would make an immediate grant of £6000 to cover the period until the AGM 2014. It was further agreed the subject of grant to RPOA(S) would become a standing item on the AGM agenda.

**Action:** Treasurer to transfer £6,000 to the RPOA(S) account.

### **7.2 Fund Liaison Officers**

The Chairman updated Trustees on the discussions he had entered into with the PSoS line management in relation to the SPBF duties of the FLOs. He advised the Secretary was in the process of having a Specific Risk Assessment drawn up which hopefully would assist in resolving the concerns raised. He indicated it was clear the commitment to these members of PSoS staff being available for direction and deployment by the Fund previously provided by the Chief Constable had been interpreted differently by some local line managers. He advised if the matter was not resolved locally he would raise concerns with the Chief Constable at their next meeting.

### **7.3 Election of Secretary**

The Chairman advised Trustees he had received correspondence from the Secretary indicating his intention to stand down as a Trustee on 31<sup>st</sup> January 2014 due to his impending retirement from the Police Service. In light of this he sought nominations for the position of Secretary. Amanda Given was

proposed by David Hamilton and seconded by Stewart Ross. There being no other nominations Amanda was duly elected.

#### **7.4 Glasgow helicopter crash**

The Chairman reminded Trustees of previous discussions which had taken place in the Emergency Trustees meeting on 2<sup>nd</sup> December. Following debate it was agreed donations would be offered to the Salvation Army, Plymouth Christian Brethren and the Clutha Fund.

**Action** Chairman and Treasurer to make contact with the Salvation Army, Plymouth Christian Brethren and the Glasgow City Council to arrange for donations to be offered. Any further organisations subsequently identified would be raised for discussion at the next Trustees meeting.

#### **8. Any other competent business**

There were no further items for discussion.

#### **9. Correspondence**

The Secretary indicated that a number of letters of thanks had been received by the Fund and he would have these scanned on to the SPBF files in order that Trustees could avail themselves to these.

**Action:** Treasurer to scan letters of thanks in to a suitably named folder in the SPBF files.

#### **10. Date and venue of next meeting**

The next meeting of Trustees will be held at 1000 hours on Wednesday 12<sup>th</sup> March 2014 at the Police Treatment Centre, Auchterarder.

#### **11. Closure of meeting**

The Chairman thanked everyone for their valuable and constructive contributions and concluded by wishing everyone a safe journey home. The Meeting was closed at 1830 hours.

**Graeme Ednie**  
Chairman

**David Cummings**  
Secretary

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